

**THIS CONTRACT IS BEING SOLICITED AS A
SMALL PURCHASE PROCUREMENT**

Program 2803-SP (03/14)
Specifications by RK
Reviewed by BEL

Page 1 of 19

U.S. GOVERNMENT PRINTING OFFICE

Denver, Colorado

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

**Short-Run, Fast Schedule Duplicating/Copying
(including color copying)**

as requisitioned from the U.S. Government Printing Office (GPO) by the

**U.S. Dept. of the Interior/National Park Service,
U. S. Department of Agriculture/Forest Service,
and other agencies in Boulder, Colorado**

Single Award

NOTICE TO OFFERORS: The term of this contract is for one year **and up to four option years** beginning April 1, 2009. Special attention should be directed to the following clauses in Section 1 of this contract: **"ECONOMIC PRICE ADJUSTMENT", "LIMITATION OF PERFORMANCE AND CONTRACTOR OBLIGATIONS", and "NOTIFICATION"**.

The total duration of this contract, including the exercise of any options under this clause shall not exceed 5 years. The contractor will be notified not later than 30 days before the contract expires if the Government makes the decision to not exercise the option for a subsequent period.

Notwithstanding the above, and at the request of the Government, the term of the contract may be further extended (e.g. unforeseen delay or protest precludes making award on follow-on contract) for such period of time that may be mutually agreeable to the GPO and the contractor.

REQUEST FOR QUOTATION: Please review the attached specifications and **SUBMIT OFFERS BY FAXING QUOTATIONS ON "SECTION 4 - SCHEDULE OF PRICES" NO LATER THAN: 11:00 a.m. prevailing Denver, Colorado time, on March 30, 2009.**

Facsimile Telephone Number: **(303) 236-5332**

Mail To: **U.S. Government Printing Office
Denver Regional Printing and Procurement Office
12345 W. Alameda Parkway, Suite 208
Denver, CO 80228-2842**

RESTRICTION ON LOCATION OF PRODUCTION FACILITIES: All production facilities used in the manufacture of the product(s) ordered under this contract **MUST** be located **within 16 kilometers (10 miles) of Boulder, Colorado.**

NOTE: Printing specifications will utilize dual dimensions. The product measurements will be stated with metric dimensions first, then followed in parenthesis by the inch/pound equivalence. At a future date, metric measurements will be used exclusively in all specifications.

For information of a technical nature call (303) 236-5292 (No collect calls).

SECTION I. - GENERAL TERMS AND CONDITIONS

CONTRACT TERMS AND QUALITY ASSURANCE THROUGH ATTRIBUTES: Any contract which results from this Request for Quotation will be subject to the applicable articles of GPO Contract Terms (GPO Pub. 310.2, effective December 1, 1987 (Rev. June 2001)) and Quality Assurance Through Attributes Program (GPO Pub. 310.1, effective May 1979 (revised April 1996)). In case of conflict between these specifications and Contract Terms and/or Quality Assurance Through Attributes Program, these specifications will govern.

GPO Publication 310.2, GPO Contract Terms, Contract Clause 5. Disputes, is hereby replaced with the June 2008 clause found at www.gpo.gov/printforms/pdf/contractdisputes.pdf. This June 2008 clause also cancels and supersedes any other disputes language currently included in existing contractual actions.

QUALITY ASSURANCE LEVELS AND STANDARDS: The following levels and standards shall apply to these specifications:

- (a) Printing Attributes - Level IV.
- (b) Finishing Attributes - Level IV.
- (c) Exception - Color copying must be of good quality, must not contain background tone, and must be equal to or better than the average product produced on a 400 dpi, or finer, color copier.

Inspection Levels (from ANSI/ASQC Z1.4):

- (a) Non-destructive Tests - General Inspection Level I.
- (b) Destructive Tests - Special Inspection Level S-2.

	<u>Attribute</u>	<u>Specified Standard</u>
P-7.	Type Quality and Uniformity	Camera Copy *
* Where electronic files are furnished, the Specified Standard in the absence of hard copy proofs and/or originals will be uniformity of image throughout the press run.		

COPYING DEFINED: For the purpose of this contract, copying shall be defined as the automatic copy-processing or copier-duplicating by machines employing electrostatic, thermal, or other copying processes without the necessity of intermediate plates or masters.

RECOVERED MATERIALS PROGRAM: The Government Printing Office is promoting the use of recovered materials in its contracts to the maximum extent practicable, provided all specification requirements are met. Offerors are encouraged to supply paper and paper products that contain recovered materials even in the absence of a specific solicitation provision or contract clause requiring such materials.

DEFINITION OF RECOVERED MATERIALS IN PAPER PRODUCTS: Recovered materials shall mean "recovered fiber" or "postconsumer fiber" as defined in "**Government Paper Specification Standards No. 11**", published by the Joint Committee on Printing. However, when used in conjunction with the cotton/linen content of paper, "recovered fiber" means a postconsumer fiber and "recovered material" means a preconsumer fiber.

By submission of an offer the offeror certifies that the paper to be supplied contains at least the minimum percentage of recovered materials in the paper products as specified. This certification concerns a matter within the jurisdiction of an agency of the United States, and the making of a false, fictitious or fraudulent certification may render the maker subject to prosecution under Title 18, United States Code, Section 1001. The Government reserves the right to require proof of such certification prior to the first delivery and thereafter as may be otherwise provided for under the provisions of the contract.

MAINTENANCE OF RECORDS ON RECOVERED MATERIALS IN PAPER PRODUCTS: When the use of recovered materials is specified, the contractor shall maintain manufacturer/mill accounting and record summaries on the fiber weight content used as feed stock, for the purposes of Government audit, that will verify (a) the contractor's certification of the minimum percentage of recovered materials used in the performance of the contract, (b) that the paper and paper products are in compliance with the specification requirements, and (c) the paper is manufactured in accordance with the Environmental Protection Agency (EPA) Paper Products Recovered Materials Advisory Notice (61 FR 26987, May 1996) whether the products are manufactured by the contractor or another paper mill. The contractor, if not the manufacturer, shall obtain this information from the paper manufacturer. The contractor shall maintain, and make available to the Government, these documents for one year after the expiration of the contract. Nothing in this clause shall excuse the contractor from furnishing the specified paper. The Government reserves the right to require proof of such certification prior to the first delivery and thereafter as may be otherwise provided for under the provisions of the contract.

ECONOMIC PRICE ADJUSTMENT: The prices set forth in this contract shall be adjusted in accordance with the provisions of this clause, provided that in no event will prices be revised to exceed the maximum permissible under any law existing as of the date of the contract or as may be hereafter promulgated.

Price adjustment period: For the purpose of this clause, the contract shall be divided into up to five periods. The first period shall extend from April 1, 2009 to March 31, 2010. Each additional period shall extend from April 1st of the subject year to March 31st of the following year. The first workday of the follow-on periods shall be the effective date of the price adjustment period. There shall be no price adjustment for orders placed during the initial contract year under this contract.

Price adjustment: The prices shall be adjusted on the basis of the "**Consumer Price Index For All Urban Consumers - Commodities Less Food**", published monthly in the CPI Detailed Report by the U.S. Department of Labor, Bureau of Labor Statistics, in the following manner:

(1) The contract price of orders placed during the adjusted period (excluding reimbursable postage or transportation costs) shall be adjusted by the percentage increase or decrease in the average, seasonally adjusted Consumer Price Index - All Urban Consumers, for Commodities less Food (seasonally adjusted) as follows: An index shall be calculated by averaging the 12 seasonally adjusted months ending three months prior to the expiration of the first period of the contract. This average is then compared with the average index for the 12-month period ending 3 months prior to the beginning of the contract, called the base index. The percentage increase or decrease by comparing these two indexes shall be applied to the contractor's invoices for orders placed during the price adjustment period.

(2) The Government will notify the contractor in writing of the percentage increase or decrease to be applied to any invoices to be submitted for orders subject to price adjustment in accordance with this clause. Such percentage will be determined from the published index as set forth above. The contractor shall apply the percentage increase or decrease against the total price of the invoice less reimbursable postage or transportation costs. Any applicable discounts will be calculated on the basis of the invoice price as adjusted.

LIMITATION OF PERFORMANCE AND CONTRACTOR OBLIGATIONS: Funds are available for performance of this contract for the first program period only. The amount of funds at the time of award is not considered sufficient for any program period other than the first program period. Upon availability to the Contracting Officer of additional funds sufficient for performance of the full

requirements for each succeeding program period, the Contracting Officer has the option to extend the contract for one-year periods as defined heretofore. The contractor will be notified not later than 30 days before the contract expires if the Government makes the decision to **not** exercise the option for a subsequent period.

The Government's obligation to the contractor, as specified and limited under this contract, extends only to work under program period requirements for which funds have been made available, for which the Government has exercised its option for additional year(s) performance, and as obligated by each print order.

The contractor is not to incur costs for the performance required for any program period after the first period if the Government makes the decision to **not** exercise the option for a subsequent period.

In the event of termination pursuant to the article entitled "**Termination for the Convenience of the Government**" in GPO Pub. 310.2, the terms "total contract price" as used in that article refers to the amount available for performance of this contract, as provided for in this clause, and the term "work in process" as used in that article refers to the work under the program period requirements for which funds have been made available. In the event of termination for default, the Government's rights under this contract shall apply to the entire multiperiod requirements.

NOTIFICATION: The contractor will be notified not later than 30 days before the contract expires if the Government makes the decision to **not** exercise the option for a subsequent period.

ORDERING: Items to be furnished under this contract shall be ordered by the issuance of print orders by the Government. Orders may be issued under this contract from April 1, 2009 through March 31, 2014. All print orders issued hereunder are subject to the terms and conditions of this contract. This contract shall control in the event of conflict with any print order. When mailed, a print order shall be "**issued**" for purposes of this contract at the time the Government deposits the order in the mail.

ASSIGNMENT OF JACKETS, PURCHASE AND PRINT ORDERS: A GPO jacket number will be assigned and a purchase order issued to the contractor to cover work performed. The purchase order will be supplemented by an individual "**Print Order**" for each job placed with the contractor. The print order, when issued, will indicate the quantity to be produced and any other information pertinent to the particular order.

REQUIREMENTS: This is a requirements contract for the items and for the period specified herein. Shipment/delivery of items or performance of work shall be made only as authorized by orders issued in accordance with the clause entitled "**ORDERING**". The quantities of items specified herein are estimates only, and are not purchased hereby. Except as may be otherwise provided in this contract, if the Government's requirements for the items set forth herein do not result in orders in the amounts or quantities described as "estimated", it shall not constitute the basis for an equitable price adjustment under this contract.

Except as otherwise provided in this contract, the Government shall order from the contractor all the items set forth which are required to be purchased by the Government activity identified on page one of these specifications.

The Government shall not be required to purchase from the contractor requirements in excess of the limit on total orders under this contract, if any.

Orders issued during the effective period of this contract and not completed within that time shall be completed by the contractor within the time specified in the order, and the rights and obligations of the contractor and the Government respecting those orders shall be governed by the terms of this contract to the same extent as if completed during the effective period of this contract.

If shipment/delivery of any quantity of an item covered by the contract is required by reason of urgency prior to the earliest date that shipment/delivery may be specified under this contract, and if the contractor will not accept an order providing for the accelerated shipment/delivery, the Government may procure this requirement from another source.

The Government may issue orders that provide for shipment/delivery to or performance at multiple destinations.

Subject to any limitations elsewhere in this contract, the contractor shall furnish to the Government all items set forth herein which are called for by print orders issued in accordance with the **"ORDERING"** clause of this contract.

PAYMENT BY ELECTRONIC FUNDS TRANSFER (EFT): Public Law 104-134 of April 26, 1996, requires that Federal agencies convert from making payment by check to paying by electronic funds transfer (EFT). Accordingly, the U.S. Government Printing Office (GPO) intends to issue payment by EFT under any contract or purchase order resulting from this solicitation.

To arrange for Electronic Funds Transfer payment, the contractor must complete a Standard Form 3881 (ACH Vendor/Miscellaneous Payment Enrollment Form) and submit it to: **U.S. Government Printing Office, Procurement Accounting Division, Stop FMC, Washington, DC 20401**. A copy of SF-3881 is available by calling 202-512-0800 (or toll free 1-800-245-5476), by fax request to 202-512-1410, or it may be downloaded from the GPO Internet site at "<http://www.gpo.gov/printforms/pdf/sf3881.pdf>" as an Adobe Acrobat PDF file. A new SF-3881 should be submitted for changes in company or financial institution information. Contractors already registered for EFT with the GPO need not reapply.

The need for GPO Form 1034, **"Public Voucher for Purchases"** has been eliminated. You may use your own company's invoice or while supplies last, at your option, you may continue to use GPO Form 1034. To expedite your payment, remember to include the following items on your invoice: **Jacket/Term Contract Number, Print order number, Discount terms, Quantity shipped, and Total Cost**. Continue to submit evidence of shipment and/or delivery with your voucher/invoice.

PAYMENT: The Government Printing Office will utilize the following procedure. Billing certification sheets for the work performed will be sent by the contractor to the ordering agency for examination and certification as to correctness of the billing as applicable to the work performed. **The ordering agency is required to return the signed billing certification to the contractor within five (5) workdays of receipt.** In addition, after certification by the ordering agency, a copy of the approved billing certification sheet and the accompanying print order is to be submitted to the Denver RPPO, by the ordering agency, immediately via fax (303) 236-5304 to: **ATTN: Lisa Benton or Dave Cook**.

Exception to the Billing Certification Requirement: On all GPO Denver placed orders with print order series 05000, 25000, 45000, 65000, 85000 the billing certification requirement is WAIVED.

After examination and certification by the ordering agency the invoice/voucher, print order, proof of delivery, and the agency signed billing certification must be submitted to: **Comptroller, U.S. Government Printing Office, North Capitol and H Streets, NW, Washington, D.C. 20401**.

For the purpose of earning the discount when a prompt payment discount is offered by an offeror, time will be computed from the date a **correct invoice/voucher, print order, proof of delivery, and the agency signed billing certification** is received by the GPO.

NOTICE TO OFFERORS: The offer (**SECTION 4 - SCHEDULE OF PRICES**) may be facsimile transmitted direct to GPO office.

SECTION 2. – SPECIFICATIONS

SCOPE: These specifications cover the production of short run, fast schedule duplicating/copying of self-cover or separate-cover books, pamphlets, cut sheet forms, die-cut divider tabs, full-color copying, binding, packing, and distribution, and replication of CD's and DVD's.

TITLE: Short Run/Fast Schedule/Duplicating/Copying/Color Copying and replication of CD's and DVD's.

ORDERING: One print order may be issued biweekly (every two weeks) for that period, and contractor will voucher/invoice on a biweekly basis (see "**PAYMENT**" hereinbefore). Multiple items may be placed during this two-week period. The schedule specified in this section pertains to the placement of these individual items. NOTE: Other agencies in the Boulder, CO area may choose to place one print order at a time covering a single printing order.

FREQUENCY OF INDIVIDUAL ITEMS: Approximately 4 items per week. Up to 3 items may be placed on any one day.

Anticipated number of pages and quantities for products purchased under this contract are as follows:

- Single leaf products printed one or two sides up to and including 16-page products - one to 1,500 copies.
- Over 16 pages and up to and including 100 pages - one to 250 copies.
- Over 100 pages up to and including 300 pages - one to 100 copies.
- Over 300 pages up to and including 2,000 pages - one to 10 copies.

Color Copying: Approximately one to 50 face-only or face and/or back leaves per item, or 5 to 50 sets per item and 5 to 10 items per month.

Divider Tabs: Approximately 5 to 20 tabs per tab set, approximately 25 to 50 copies of each tab set, on approximately 3 orders a year

CD and DVD Duplicating: Occasionally orders may require from 1-1,000 CD's or DVD's or more. Generally the requirements for these products will be for very small amounts in the 100-500 range.

TRIM SIZE:

- Cover, text, and color copying up to and including 216 x 279 mm (8½ x 11").
- Foldins and color copying 432 x 279 mm (17 x 11").
- Divider tabs trim to 229 x 279 mm (9 x 11" including 13 mm (½") tab).
- On occasion trim size shall be "A4", 211 x 297 mm (8.3 x 11.7").

GOVERNMENT TO FURNISH: Camera copy consisting of line copy, line art, full color originals, electronic media as below, and color or b/w visuals. Most of the copy to be reproduced same size. Some Government-furnished materials to be bound with product(s). NOTE: Contractor may need to trim off binding edge on an occasional reprint publication.

- Electronic files will be provided for the contractor from which they are to create new camera copy/film negatives/direct plate imaging. Files will be provided as follows:

High-density 89 mm (3½") floppy disks, CD-ROM, Zip or Jaz cartridges; or similar will be provided. This electronic media furnished by the Government will be generated on a MAC System or DOS/Windows 95, 98, 2000, Me, XP, or Vista platform in a variety of software formats including, but not limited to: Adobe Illustrator, PhotoShop, QuarkXpress, Aldus Freehand, Corel Draw, Adobe PageMaker, Adobe InDesign, Microsoft Word, Framemaker, and Office 97. **The contractor must be capable of accepting data in these platform/formats for either direct input or conversion to his/her system as part of their basic charge to the Government. The**

contractor will be responsible for proofreading converted formats to ensure that all fonts have transferred platforms completely. This particularly includes symbol fonts like Zapf Dingbats and Carta. The ordering agency will provide paper copy to proof against. NOTE: The contractor is to support upgrades of application software within one month of notification by ordering agency.

Fonts: Various PostScript Type 1 (printer and screen) fonts and True Type fonts will be provided with each order. NOTE: The fonts provided are the property of the ordering agency and are provided for use on the order only. Using the furnished fonts for any job other than this one violates copyright law. All fonts should be eliminated from contractor's archive immediately after completion of the production run.

Data will be provided in native application format with all necessary scans and graphics properly linked and in final position. Some files may be compressed using PKZip or similar compression software. Black & White halftones may be scanned into files for position only (FPO) and contractor will be **required** to scan the original material and to replace the FPO image(s) for printing.

INSPECTION OF ELECTRONIC FILES: The contractor is to perform a basic check (preflight) of the furnished files. The check should look for missing or damaged files, missing or damaged fonts, damaged disks, missing bleeds, improper trim size, improper color definition, and so on. The contractor is responsible for creating or correcting (altering) any necessary trapping, setting proper screen angles and frequency, and defining proper file output selection for the imaging device being used. Any errors other than those just described, media damage, or data corruption that might interfere with proper file imaging discovered at that time must be reported to the agency **IMMEDIATELY** upon discovery.

The contractor must provide corrected native applications files (digital deliverables) if files are modified during production upon delivery of the printed product. The contractor shall make all revisions to the electronic files. Prior to making revisions the contractor shall copy the furnished files and make all changes to the copy. The digital deliverables must be an exact reproduction of the final printed piece in native application file format (includes all files), and must be returned on the same media as the supplied files. The Government will NOT accept as digital deliverables PostScript files, Adobe Acrobat Portable Document Format (PDF) files, or any proprietary file formats unless specifically requested elsewhere in these specifications.

CONTRACTOR TO FURNISH: All materials and operations, other than those listed under "**GOVERNMENT TO FURNISH**", necessary to produce the product(s) in accordance with these specifications.

FILMS: None required.

PROOFS: Occasionally an agency may require a single copy "**one-off proof**" to be output for approval. The single proof copy will be paid at the per page price allowed for in the "**Schedule of Prices**". Note the contractor is to hold no more than one day.

The contractor must not print prior to receipt of an "**OK to print**". Phone or approval via facsimile is allowed.

Submit proofs together **with all of the furnished material** to the address(es) as listed under as specified on the print order.

CONSTRUCTION (TAB DIVIDERS): Tab dividers will be die-cut, 1/3rd to 1/5th cut, with 13 mm (1/2") tab extension. Collate into sets or insert into publications per specifications.

Drilling: Tab dividers will require drilling with 3 round holes, 8 mm (3/8") diameter, 108 mm (4¼") center to center, with the center of the holes 11 mm (7/16") from bind edge. Note: An occasional order will not require the tab dividers to drill.

COMPOSITION TABS ONLY: Since no specific typefaces will be specified, the successful offeror must provide the ordering agency with specimens or a complete listing of typefaces and sizes which are available for use under this contract in order that the agency can indicate a specific typeface from the contractor listing.

STOCK/PAPER: The specifications of all stock furnished must be in accordance with those listed herein or listed for the corresponding JCP Code numbers in the "**Government Paper Specification Standards No. 11**" dated February 1999. Paper used under this contract **MUST** conform to the Resource Conservation and Recovery Act of 1976 and all subsequent amendments. Additional information regarding this will be furnished upon request.

Color of paper furnished shall be of a uniform shade and a close match by visual inspection of the JCP and/or attached color sample(s). The Contracting Officer reserves the right to reject shipments of any order printed on paper the color of which, in his opinion, materially differs from that of the color samples(s).

TEXT, FOLDINS, AND LARGE DRAWINGS:

- White and Colored Plain Copier, Xerographic, grammage 75 g/m² (basis weight 17 x 22", 20 lbs. per 500 sheets) equal to JCP Code O60. Colors to include buff, green, blue, pink, and yellow (approximately 85% of the paper requirements will be on white stock).
- White and Colored Recycled Text, Royal Fiber or equal, grammage 105 g/m² (basis weight 25 x 38", 70 lbs. per 500 sheets).

COLOR COPYING:

- White Plain Copier, Xerographic, grammage 75 g/m² (basis weight 17 x 22", 20 lbs. per 500 sheets) equal to JCP Code O60.
- or
- White No. 1 Offset Book Smooth Finish, grammage 90 g/m² (basis weight 25 x 38", 60 lbs. per 500 sheets) equal to JCP A61.

DIVIDER TABS:

- White or Colored Index, grammage 165 g/m² (basis weight 25½ x 30½", 90 lbs. per 500 sheets) equal to JCP Code K10. Approximately 90% of the orders will require White stock.

COVERS:

- White and Colored Vellum Finish Cover, grammage 135 g/m² or 175 g/m² (basis weight 20 x 26", 50 lbs. or 65 lbs. (at contractor's option) per 500 sheets), equal to JCP Code L20 (approximately 70% will be on white stock).
- White and Colored Recycled Cover, Royal Fiber or equal, grammage 120 g/m² (basis weight 20 x 26", 80 lbs. per 500 sheets) (approximately 70% will be on white stock)

Print orders may specify non-printed cover to be bound with printed copy:

- Colored Proxylin coated non-woven shoe or kid grain with No. 1 back coat, 0.43 mm (0.017") thickness (Pajco-Lexide PJ, Trendex, or equal), 216 x 279 mm (8½ x 11").
- White and Colored Vellum Finish Cover (as hereinbefore).

NOTE: The successful offeror must provide the agencies as listed under "DISTRIBUTION" within 10 working days of award with samples of the various colors of cover material, Vellum finish as well as the colored Proxylin coated cover stock, available through their firm

COPYING/DUPLICATING: Reproduce face only or face and back in black; and head to head or head to foot, as indicated on the print order via any suitable method that meets the quality requirements of the specifications. Print face only in tab area in Black ink.

COLOR COPYING: Color copying of any size leaf will be face only and face and back. All color copying will be produced only on the **white** text stocks as listed.

NOTE: An occasional order will require that the original copy be positioned by hand on the copy board/glass because the copy may be oversize and/or in a bound document. It is anticipated that approximately one order a month consisting of up to about 100 pages, less than 2% of all worked ordered, will require this level of handwork.

INK: If lithographic ink is used in the performance of this contract, the ink shall contain not less than the following percentages of vegetable oil: (a) news ink, 40 percent; (b) sheet-fed and forms ink, 20 percent; and (c) heat-set ink, 10 percent. High quality color process printing on high-speed heat-set presses is excepted when slow drying time significantly increases production costs.

MARGINS: Margins will be as indicated on the print order or furnished copy. It is anticipated adequate gripper will be available with no bleeds.

BINDING: Bind as indicated on the print order. Various binding styles will be ordered as follows:

- Divider tabs die cut in 1/3rd to 1/5th cuts along the long (279 mm (11")) dimension. Divider tabs will be frequently ordered as part of a larger publication, and the divider tab leaves are to be assembled in the full publication.
- Trim four sides (loose-leaf) and band in units of individual publications or in quantities as specified - required on less than 2% of orders. Band with a strip of heavy kraft paper, 76 mm (3") in width, around the short dimension or, at contractor's option, shrink-film wrap, or kraft paper wrap in lieu of banding.
- Gather, wire stitch with one wire stitch in upper left corner on 216 mm (8½") side, and trim four sides.
- Gather, wire stitch in two places along binding 279 mm (11") edge, and trim four sides.
- Saddle wire stitch in two places and trim three sides to 216 x 279 mm (8½ x 11").

Note: For the above binding styles an occasional order will have a trim size slightly less than 216 x 279 mm (8½ x 11") as noted on the print order.

- Punch suitably for plastic comb binding (GBC or equal), and bind text, foldins, colored copies, and cover with black plastic combs of suitable capacity (Contractor to furnish combs).
- Punch suitably and insert plastic coil binding.
- Gather text and cover, and bind with hotmelt coated tape over binding edge, usually the long dimension. Trim flush on three sides to finish size.
- Occasionally the contractor will be required to insert colored, unprinted, slip sheets throughout white text or between collated, but unbound products. It is anticipated that this will require approximately 100 colored leaves per month.
- Occasionally Government-furnished materials are to be assembled with and bound by the contractor with a product.
- Foldins, when ordered, will fold with 2 parallel accordion folds to 216 x 279 mm (8½ x 11") and be inserted throughout the text or gathered at the end of the text.
- Drilling: When specified drill three 6 mm (¼") or 10 mm (3/8") diameter holes (at Government's option) centered on the left 279 mm (11") side 108 mm (4¼") center to center. Center of holes to be 10 mm (3/8") from left edge of product. Drilling required on less than 5% of orders.
- Hand Folding.
- Cutting to a smaller trim size.

- Shrink-film packaging.
- Color Transparency (including materials).
- Black and White Transparency (including materials).
- Litigation/copying: Trim size **8½" x 11"** - Glass placement copied. Complete product including paper (White text only), removing staples (**from originals**), collating, and stapling (**as ordered**).

CD and DVD Duplicating: The contractor will be required to duplicate CD's and DVD's and provide labeling and packaging requirements as per the contract's "**SCHEDULE OF PRICES**".

CD and DVD Packaging:

- Jewel Box Cases -- Pack disc in single disc jewel case unless otherwise specified on the print order in cases (hinged, hard plastic compartments with special holding features for discs). Some of the hard plastic compartments for holding the disc will be clear plastic to allow end user to read through the compartment. The disc(s) inserted into jewel boxes must fit securely in the disc tray to prevent damage in transit. Each jewel case may be required to individually shrink wrapped with plastic film. Single jewel cases must be packed twenty-five per inner carton and four inner cartons per shipping container. Thus, the maximum number of discs allowed per shipping container is 100.
- Clear Clam Shell Case.
- An occasional order may require a Slimline jewel case.
- TyvekTM sleeve (plain) or equivalent to hold one disc, includes plastic window.
- DVD Case.

PACKING: Bulk Deliveries: Shrink-film wrap if specified on the print order in suitable uniform units and pack in shipping bundles or pack in containers as appropriate. Each shipping container must not exceed 20 kilograms (45 pounds) when fully packed.

One sample copy of the product packaged in each bundle or container must be attached, face up to the outside of the bundle or container, to identify the contents therein. At the contractor's option, when multi-page products are packaged, a sample copy of the 1st page of the product may be attached to identify the contents. When multiple bundles or containers are required to package the same product, they must be identified (i.e. 1 of 3, 2 of 3, etc.). All expenses incidental to furnishing the sample copies, used to identify bundles and containers, must be borne by the contractor.

The requirement for containers having a bursting strength of 1 896 kPa (275 pounds p.s.i.) as described in GPO, Pub. 310.2 is waived. However, containers must be of such strength as to insure safe delivery and storage.

Products shall not be mixed within bundles or containers.

DISTRIBUTION: Deliver f.o.b. destination to one of the following destinations:

Department of the Interior/National Park Service
Suite 220
1050 Walnut
Boulder, CO 80302

USDA/Forest Service
Boulder Ranger District
2410 Yarmouth Avenue
Boulder, CO 80301

or other addresses within the **Boulder, Colorado** area. The complete addresses will be provided on the print order.

NOTE: **INSIDE DELIVERY REQUIRED** to all destinations.

The delivery date on the print order is the date that the completed order must be delivered at the destination, before 3:30 p.m. local time.

All expenses incidental to returning materials, and furnishing sample copies, must be borne by the contractor.

SCHEDULE: Adherence to this schedule must be maintained. Contractor must not start production of any job prior to receipt of the individual print order (GPO Form 2511).

Furnished material must be picked up from and delivered to the address(es) listed above under **"DISTRIBUTION"**.

The following schedules begin the same workday as notification of the availability of each print order and furnished material; exception, when notification of availability is given after 3:00 p.m., the order is considered as placed as of 8:00 a.m. the following workday.

REGULAR SCHEDULE:

This schedule shall apply to each and every order other than those placed on the accelerated schedule. Each individual order for up to an aggregate of 30,000 pages (printed or blank) must be completed and delivered within 24 hours (one day). The contractor will be allowed one additional workday for each additional aggregate of 30,000 pages (printed or blank) on an individual order.

ACCELERATED SCHEDULE:

It is anticipated that 5% of the orders placed will require an accelerated schedule. Orders must be completed and delivered within 4 hours of notice of availability for pickup or prior to 3:30 p.m. on the same workday as notification of availability whichever is shorter. Orders placed on the accelerated schedule are limited to the following:

- 1) Not more than two orders will be placed in any one workday.
- 2) Only orders requiring printing in black ink will be placed.
- 3) The aggregate number of pages will not exceed 10,000 pages for delivery within 4 hours.
- 4) Notification of availability for pickup must be given prior to 11:30 a.m. for 4-hour delivery.

The requirements placed will be required within 4-hours to 3 workdays. It is anticipated that in addition to the approximately 5% of items required within 4-hours (accelerated schedule), 25% of the items will be required within 1 workday, 50% within 2 workdays, and the balance with 3 workdays.

Complete production and distribution must be made within the required schedule after notification of availability of furnished materials.

The ship/deliver date indicated on the print order is the date products ordered for **delivery** must be **delivered** to the destination(s) specified.

RECEIPT FOR DELIVERY: Contractor must furnish their own receipts for bulk delivery. **These receipts must include the GPO jacket, program, and print order numbers: total quantity delivered, number of cartons, and quantity per carton: date delivery made: and signature of the Government agent accepting delivery. The original copy of this receipt must accompany the contractor's /invoice for payment.**

Unscheduled material such as Government bills of lading, shipping instructions, delivery lists, labels, etc., will be furnished with each order or shortly thereafter. In the event such information is not received in due time, the contractor will not be relieved of any responsibility in meeting the shipping schedule because of failure to request such information.

SECTION 3. - DETERMINATION OF AWARD

The Government will determine the lowest offer by applying the prices offered in the "**Schedule of Prices**" to the following units of production which are the estimated requirements to produce **one year's work** under this contract. These units do not constitute, nor are they to be construed as, a guarantee of the volume of work which may be ordered under this contract.

The following item designations correspond to those listed in the "**Schedule of Prices**".

I.	(a)	1,276	IV.	(1)	(a)	50
	(b)	2,086			(b)	150
	(c)	566			(c)	550
	(d)	15			(d)	1,100
	(e)	1. 102		(2)	(a)	50
		2. 8			(b)	100
					(c)	500
II.	(a)	3,140			(d)	1,000
	(b)	8		(3)	(a)	100
	(c)	110			(b)	250
	(d)	24			(c)	1,050
	(e)	720			(d)	2,100
	(f)	16		(4)		500
	(g)	34		(5)		1,000
				(6)		350
III.	(a)	54		(7)		1,650
	(b)	882				
	(c)	20				
	(d)	60				
	(e)	18				
	(f)	16				
	(g)	8				
	(h)	14				
	(i)	32				
	(j)	300				
	(k)	5				
	(l)	500				
	(m)	300				
	(n)	500				
	(o)	3,000				

The term of this contract is for one year and up to four option years.

Note: RESTRICTED production area within 16 kilometers (10-miles) of Boulder, CO.

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SECTION 4. – SCHEDULE OF PRICES

Offers submitted are f.o.b. destination.

Prices must include the cost of all required materials and operations for each item listed in accordance with these specifications.

Offeror must make an entry in each of the spaces provided. Offers submitted with any obliteration, revision, or alteration of the order and manner of submitting offers, may be declared nonresponsive. Offers submitted with "NB" (No Quote), "NA" (Not Applicable), or blank spaces for an item may be declared nonresponsive.

An entry of "NC" (No Charge) shall be entered if offeror intends to furnish individual items at no charge to the Government.

The Contracting Officer reserves the right to reject any offer that contains prices for individual items of production (whether or not such items are included in the "**Determination of Award**") that are inconsistent or unrealistic in regard to other prices in the same offer or to GPO prices for the same operation if such action would be in the best interest of the Government.

All vouchers/invoices submitted to the GPO shall be based on the most economical method of production.

Fractional parts will be prorated.

I. **DUPLICATING/COPYING, BINDING AND DISTRIBUTION:** Prices offered are all-inclusive for duplicating/copying, binding, and distribution, as specified, and shall include the cost of all materials and services **except for Paper Item II., Additional Operations including the printing and die-cutting of divider tabs under Item III., and IV. CD/DVD Services.**

	Per 100 Copies
(a) 216 x 279 mm (8½ x 11") leaves duplicated/copied one side.....	\$ _____
(b) 216 x 279 mm (8½ x 11") leaves duplicated/copied face and back.....	\$ _____
(c) 279 x 432 mm (11 x 17") leaves duplicated/copies one side.....	\$ _____
(d) 279 x 432 mm (11 x 17") leaves duplicated/copies face and back.....	\$ _____
(e) Color Copying * per printed side:	
(1) 216 x 279 mm (8½ x 11").....	\$ _____
(2) Over 216 x 279 mm (8½ x 11") up to and including 432 x 279 mm (17 x 11") excluding folding.....	\$ _____

* Color copying prices are per side color copied. Leaves with color copying on both sides are billed as Item I (e) (1) or (2) times two while leaves with one side color copied and the other side printed in black ink shall be charged once under Items I (e) (1) or (2) for the colored side, and once under (a) thru (d) for the black side.

NOTE: Prices for Items I. (c) through (e) does not including folding. Folding is charged under Item III (g) below.

(Initials)

II. PAPER: Payment for paper supplied by the contractor under the terms of these specifications, as ordered on the individual print orders, will be based on the net number of leaves furnished for the product(s) ordered. The cost of any paper required for make-ready or running spoilage must be included in the prices offered.

Computation of the net number of leaves will be based on 216 x 279 mm (8½ x 11") leaf.

- Up to and including 216 x 279 mm (8½ x 11") = one page-size leaf.
- Divider tabs and 211 x 297 mm (8.3 x 11.7") "A4" leaves = one and ½ page-size leaves.
- Over 216 x 279 mm (8½ x 11") and up to 279 x 432 mm (11 x 17") = two page-size leaves.

	<u>Per 100 Page-size leaves</u>
(a) White and Colored Xerographic 75 g/m ² (20 lb.).....	\$ _____
(b) White & Colored Recycled Text, Royal Fiber or equal, 105 g/m ² , (70 lbs.)...	\$ _____
(c) White No. 1 Offset Book smooth finish for color copying 90 g/m ² (60 lb.)...	\$ _____
(d) White and colored Index 165 g/m ² (90 lbs.).....	\$ _____
(e) White and Colored Vellum Finish Cover, 135 or 175 g/m ² (50 or 65 lb.).....	\$ _____
(f) White & Colored Recycled Cover, Royal Fiber or equal, 120 g/m ² , (80 lbs)..	\$ _____
(g) Proxylin coated non-woven cover weight stock 216 x 279 mm (8½ x 11")....	\$ _____

III. ADDITIONAL OPERATIONS:

(a) Printing and die cutting of divider tab pages.....	per 100 divider tabs...	\$ _____
(b) Wire stitching (with one or two stitches).....	per 100 books.....	\$ _____
(c) Saddle wire stitch in two places and trim three sides..	per 100 books.....	\$ _____
(d) Binding with plastic combs of suitable capacity (including punching and cost of plastic combs).....	per 100 books.....	\$ _____
(e) Binding with plastic coil binding (including punching and cost of coils).....	per 100 books.....	\$ _____
(f) Binding with hotmelt tape binding (including tape)...	per 100 books.....	\$ _____
(g) Collating Government furnished materials and/or slip sheets between sets.....	per 100 pieces.....	\$ _____
(h) Folding (continuous folds).....	per 100 forms.....	\$ _____
(i) Drilling.....	per 100 leaves.....	\$ _____
(j) Hand Folding.....	per each.....	\$ _____

(Initials)

- (k) Cutting to a smaller trim size..... per 100 leaves..... \$ _____
- (l) Banding, shrink-film wrapping, or kraft paper wrap.. per each..... \$ _____
- (m) Color Transparency (including materials)..... per each..... \$ _____
- (n) Black and White Transparency (including materials). per each..... \$ _____
- (o) Litigation/copying..... \$ _____
Complete product including paper (White text only),removing staples
(**from originals**), collating, and stapling (**as ordered**).
Trim size **8½" x 11"**: Glass placement copied per image..... \$ _____

IV. CD/DVD Services:

(1) **CD Duplication**

- (a) 0-99 copies..... per **each**..... \$ _____
- (b) 100-499 copies..... per **each**..... \$ _____
- (c) 500-999 copies..... per **each**..... \$ _____
- (d) 1,000 + copies..... per **each**..... \$ _____

(2) **DVD Duplication**

- (a) 0-99 copies..... per **each**..... \$ _____
- (b) 100-499 copies..... per **each**..... \$ _____
- (c) 500-999 copies..... per **each**..... \$ _____
- (d) 1000 + copies..... per **each**..... \$ _____

(3) **CD/DVD Labeling**

- (a) 0-99 copies..... per **each**..... \$ _____
- (b) 100-499 copies..... per **each**..... \$ _____
- (c) 500-999 copies..... per **each**..... \$ _____
- (d) 1000 + copies..... per **each**..... \$ _____

(4) Clear Clam Shell..... per **each**..... \$ _____

(5) Slim Line Jewel Case..... per **each**..... \$ _____

(6) Tyvek Window Sleeve..... per **each**..... \$ _____

(7) DVD Case..... per **each**..... \$ _____

(Initials)

DISCOUNTS ARE OFFERED FOR PAYMENT AS FOLLOWS:

_____ **Percent**, _____ calendar days. See Article 12 "**Discounts**" of Solicitation Provisions in GPO Contract Terms (Pub. 310.2).

Offeror hereby acknowledges amendment(s) number (ed) _____

OFFEROR'S NAME AND SIGNATURE: When responding by Fax or Mail, fill out and return one copy of all pages in "**Section 4. - SCHEDULE OF PRICES**", including initialing where indicated.

Offeror _____ Contractor's Code _____

(Street Address)

(City - State)

By _____
(Signature and title of person authorized to sign this offer)

(Person to be contacted)

(Telephone Number)

e-mail address

(Facsimile Number)

SAMPLE OF THE QUOTE ENVELOPE

In order to ensure proper processing of all offers the following information is suggested on all quote envelopes.

Program Number **2803-SP**

From: _____

Address: _____

Postage
Stamp
Required
Here

Offer Enclosed

Offers will be received until
March 30, 2009 at **11 A.M.**
prevailing Denver time.



**U.S. Government Printing Office
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